

SECRET
Classification

REPORTS INVENTORY					CONTROL NO. <div style="text-align: right;">082</div>	
PREPARE IN DUPLICATE						
1. TITLE OF REPORT (if a fill-in report include Form No.) CAPER - Report #1 - Cases in Process					2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)	
	LOGISTICS		<input checked="" type="checkbox"/> SECURITY			
	MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED 1--on 20th of month 4--at end of month		5. FREQUENCY (weekly, monthly, quarterly, etc.) twice each month			6. DISTRIBUTION (No. of components not number of copies) 1--on 20th of the month 4--at end of the month	
7. FORMAT (memorandum, form computer print-out, etc) Computer Print-Out		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input type="checkbox"/> NO 580			9. DIRECTIVE AUTHORITY REQUIRING REPORT <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px;"></div> 25X1 (basic policy statement)	
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/SR&CD			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Punched Cards (SR&CD)			
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
<u>PUNCHED CARDS</u>	<u>NUMBER</u>	<u>COST EACH</u>				
	389	.05		19.45	12	350.10
B. COSTS OF COMPUTER PRODUCED REPORTS						
<u>PAGES</u>		<u>COST PER PAGE</u>				
1 (Single Copy)		.05		.05	24	1.20
4(Multicopy)		.03		.12	24	2.88
TOTAL COSTS PER YEAR						\$354.18
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. This report provides statistical information which is used by Personnel Security Division in preparation of monthly reports. <div style="text-align: right;">25X1 MORI/CDF</div>						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input checked="" type="checkbox"/> OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system, now entering Design Phase.					<div style="display: flex; justify-content: space-between;"> <div>MAN-HOURS</div> <div>DOLLARS</div> </div>	
16. DATE OF INVENTORY 1 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div> Security Officer/Systems Analyst				18. EXTENSION <div style="border: 1px solid black; width: 50px; height: 20px; display: inline-block;"></div> 25X1

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